

## Portion Sizes and School-Age Children

# Sample Parent Letter

Letter writing is an effective, personal way to tell people your ideas. Keep letters to one page and at a sixth grade reading level. Make sure you spell the parents' names correctly and have the correct address.

### Use official letterhead

Mr. and Mrs. Edward Garcia  
1423 Plains Avenue  
Sandler, NC 27886

Dear Mr. and Mrs. Garcia:

Children who learn to live healthy, live longer. By establishing healthy habits early in life, children can reduce their health risks. They can increase their chances for longer, more productive lives. We all want the best for our children. Here's how you can help.

The Sandler Middle School Health Advisory Council encourages you to support our efforts to create a healthful school nutrition environment. We are promoting healthful food choices and sensible portions throughout our school. We are doing this in the school meal programs, in vending machines and at school-sponsored events. We are also supporting nutrition education and physical activity. You can help your children lead the healthiest lives possible by supporting our efforts to create a healthful school nutrition environment. You can also reinforce healthy habits at home.

Please join other parents and us on Tuesday, November 4 at 7:00 p.m. in the school auditorium for a meeting. You will learn more about the healthy school nutrition environment project and how you can get involved. Our keynote speaker is Dr. Roger Peterson, a national expert on education. He will talk about the importance of nutrition to good health and academic performance.

Please call me at (252) 555-1234 if you have any questions. I hope to see you on November 4.

Sincerely,

Name  
Title